



SAMPLE

Waste Minimization Site Visit Report

Prepared specifically for

The Company.
Any town, Region 3

By the:

U.S. Environmental Protection Agency
Region III Waste Minimization Team
Philadelphia, Pennsylvania

Sample Outline

The Company, Inc. Waste Minimization Site Visit Report

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Background

This section contains information on persons who participated in the site visit, general background on the facility, and description of areas toured.

Waste Minimization Opportunities

This section identifies and explains each waste minimization opportunity and quantifies potential savings.

It may address such topics as:

- ! water usage and recycle
- ! chemical cleaning operations
- ! minimizing hazardous waste streams
- ! wastewater treatment optimization
- ! solid waste management
- ! reject product root cause analyses

It also discusses general waste minimization principles applicable to that facility, such as:

- ! measuring and tracking wastes
- ! process flow diagrams
- ! water usage schematics
- ! environmental cost accounting
- ! staff training

Attachments and appendices

- ! data supplied by generator
- ! supporting documents
- ! technical references
- ! special calculations